

UNIVERSITY OF CAPE COAST
SCHOOL OF GRADUATE STUDIES (SGS)



ADMISSION BROCHURE

Career-Oriented Graduate Programmes
(SANDWICH)

2015/2016 ACADEMIC YEAR

TABLE OF CONTENTS

ABOUT THIS BROCHURE	4
1.0 BRIEF PROFILE OF UNIVERSITY OF CAPE COAST (U.C.C)					5
1.1 Corporate Information	5
1.2 Core Values	7
1.3 Vision Statement	9
1.4 Mission Statement	9
1.5 The School of Graduate Studies	10
2.0 GENERAL INFORMATION ON ADMISSION	12
2.1 Sandwich Academic Calendar	12
2.2 Non-Degree Programmes	12
2.3 Master’s Degree Programmes	12
2.4 Entry Requirements	13
2.4.1 Non-Degree Programmes	13
2.4.2 Master’s Degree Programmes (M.A./M.Sc./M.Ed./M.B.A)	13
2.5 Special Admission	14
2.6 Application Forms	14
2.7 Submission Guidelines	15
3.0 CAREER ORIENTED GRADUATE PROGRAMMES (SANDWICH) IN THE COLLEGES	16
3.1 COLLEGE OF HUMANITIES AND LEGAL STUDIES (CHLS)						16
3.1.1 Faculty of Arts	16
3.1.2 Faculty of Social Sciences	17
3.1.3 School of Business	18
3.2 COLLEGE OF EDUCATION STUDIES (CES)	19
3.2.1 Teaching Practice Unit	19
3.2.2 Department of Educational Foundations	19

3.2.3	Department of Health, Physical Education and Recreation (H. P. E. R.)	19
3.2.4	Department of Science and Mathematics Education.....	20
3.2.5	Department of Arts and Social Sciences Education.....	20
3.2.6	Department of Vocational and Technical Education.....	20
3.2.7	Institute for Educational Planning and Administration (I. E. P. A.)	20
3.2.8	Institute of Education.....	20
3.3	COLLEGE OF AGRICULTURAL & NATURAL SCIENCES [CANS]	20
3.3.1	School of Agriculture.....	20
3.4	COLLEGE OF HEALTH AND ALLIED SCIENCES (CHAS)	21
3.4.1	School of Nursing	20
4.0	DURATION/SCHEME OF EXAMINATION.....	21
4.1	M.A./M.Sc./M.Ed. by Course Work Only.....	21
4.2	MBA by Course Work Only.....	21
4.3	Postgraduate Diploma (PGD)	21
4.4	Postgraduate Certificate in Labour Policy Studies.....	21

ABOUT THIS BROCHURE

Thank you for choosing to study at the University of Cape Coast this Sandwich Session. This brochure is intended to be your reference document as you take initial steps to pursue a career-oriented programme of your choice in the University of Cape Coast.

General information about the University of Cape Coast and pertinent issues on graduate studies that have been highlighted include the teaching departments as well as the specific career-oriented graduate programmes (sandwich) they offer.

Every effort has been made to ensure the accuracy of the information at the time of going to the press. However, the School of Graduate Studies reserves the right to make changes any time as deemed necessary.

1.0 BRIEF PROFILE OF UNIVERSITY OF CAPE COAST (U.C.C)

1.1 Corporate Information

The University of Cape Coast was established in October 1962 as a result of a recommendation by an international commission appointed by the Government of Ghana in December 1960 to advise on the future of University education in the country and the possibility of establishing the nation's third University at Cape Coast. The College was formally inaugurated on December 15, 1962 and placed in special relationship with the University of Ghana.

Earlier in 1964, the government had assigned specific fields of operation to each of the country's three Public Universities, and the College was renamed 'The University College of Science Education' in line with the emphasis placed on science education. It was subsequently entrusted with the task of training graduate teachers in Arts and Science; especially the latter, for the secondary schools, teacher training colleges (colleges of education), polytechnics and technical institutions in Ghana.

The university building structures emanated from a Teacher Training College which was located at a place now called the

Southern Section of UCC; [about 6.4 kilometers west of Cape Coast town]. It expanded rapidly in size, and by 1965 further developments had begun for a permanent campus site, about 1.6 kilometers to the north of the original pioneer location. In 1966, following the change of government, the College reverted to its original name; the ‘University College of Cape Coast.’

In 1970, the Council of the University College recommended that Government upgrades the University College to full University status with authority to award its own degrees. As a result of this and an associated recommendation by a University Visiting Committee, appointed by the Government in the preceding year, the University of Cape Coast Act, 1971 (Act 390) was promulgated for granting full university status to the College with effect from 1st October 1971. This was later reinforced with the University of Cape Coast Law, 1992 (PNDC Law 278).

The University is currently organized into five (5) Colleges namely: College of Agriculture and Natural Sciences (CANS), College of Education Studies (CES), College of Health and Allied Sciences (CHAS), College of Humanities and Legal Studies (CHLS), and College of Distance Education (CoDE), with each College headed by a Provost. The Vice-Chancellor is the

academic and administrative head, as well as the chief disciplinary officer of the University. The Pro Vice-Chancellor is Deputy to the Vice-Chancellor, with the Registrar as the Chief Administrative Officer of the Vice-Chancellor and the University.

1.2 Core Values

As an institution of higher learning, the University of Cape Coast is embedded in a set of core values and principles subscribed to and upheld by the faculty, students, staff and the administration. These core values which provide general guidelines towards the realization of the vision of **University of Choice** are:

Academic Excellence: The University of Cape Coast has created an exciting and enviable niche in higher education in Ghana through high innovative academic standards that inform and permeate all aspects of teaching and learning, and subscribed by the University community. The members of the university community strive to advance intellectually and culturally accepted inquiry.

Engagement: In furtherance of its core functions, members of University of Cape Coast develop intellectually through active and reflective learning which enables engagement with the wider community, thus influencing policy for sustainable development.

Ethical and Responsible Behaviour: Members of the university community act honestly and responsibly, holding themselves accountable to others for their actions. In reference to socio-economic and political activities, staff, students and affiliate bodies of the university conduct themselves in a manner that upholds their integrity and the image of the university.

Equality of Access to all Opportunities and Services: University of Cape Coast is an equal opportunity institution and therefore strives to provide opportunity and access to quality education and services to all categories of persons regardless of nationality, colour, creed, race, gender, disability of all forms and social status.

Empowerment: University of Cape Coast offers opportunities for staff and students to engage in critical enquiry and life-long learning meant to enhance confidence for contribution to personal and community development.

1.3 Vision Statement

The vision of the University of Cape Coast is:

“To have a University that is strongly positioned, with a world-wide acclaim.”

This statement of where the University sees itself in the future sets the tone for every strategic decision or choice that it has made. It sets the ambition of the organisation and serves as the lodestar that every College, Faculty, School, Department, functional division and individual must aspire to. In combination with its mission statement, the University of Cape Coast has articulated a view of a realistic, credible and attractive future for itself; a target that inspires all stakeholders to maximise effort in bridging the gap between their current reality and their desired future.

1.4 Mission Statement

The mission statement of the University of Cape Coast is as follows:

“The University of Cape Coast is the **University of Choice** in Ghana. It is an equal opportunity University, uniquely placed to provide quality education through the provision of comprehensive, liberal and professional programmes that challenge learners to be creative, innovative and morally responsible citizens. Through distance learning, it also extends expertise and facilities to train professionals for the education enterprise and business by employing modern technologies. The University constantly seeks alternative ways to respond to

changing needs. The institution continues to expand its existing highly qualified academic and administrative staff, by offering a conducive environment that motivates them to position the University to respond effectively to the developmental needs of a changing world.”

1.5 The School of Graduate Studies

The School of Graduate Studies (SGS) began as a Committee on Higher Degrees with a mandate to advise Senate on the University’s graduate scholarship policy and recommend the award of scholarships for approval. In 1992, the Committee on Higher Degrees was elevated to the Board of Graduate Studies and then to the School of Graduate Studies and Research on 1st August, 2008 to meet the challenges of graduate studies and research in this country. In October 2014, the School was renamed School of Graduate Studies. The Board of School of Graduate Studies is a sub-committee of the Academic Board and is charged with the responsibility of administering graduate education in the University.

The functions of the Board are four-fold:

1. Draft regulations for all higher degrees with a view to ensuring that acceptable academic standards are maintained.
2. Receive reports and consider recommendations pertaining to higher degrees and graduate diplomas from Departmental and Faculty/College Committees of Graduate Studies.
3. Determine results of higher degrees or graduate diplomas.
4. Make recommendations to the Academic Board for the award of higher degrees and graduate diplomas.

The mission of the School is to create a facilitating environment for teaching, learning and training of graduate students and researchers in the fields of the sciences and humanities, equipped with initiative and leadership in key sectors of inter/national endeavour. In conformity with the mission and objectives as outlined in the University's strategic plan, the School of Graduate Studies has the following specific objectives:

- i. To ensure the relevance of graduate programmes for the promotion of socio-economic, scientific and technological development of Ghana and Africa.
- ii. To deepen graduate training to promote teaching, research and creativity.

- iii. To make graduate training and research continually responsive to the changing climate of the world of work.
- iv. To mobilize appropriate human and material resources from within and outside the University to ensure maximum utilization of available potentials.

2.0 GENERAL INFORMATION ON ADMISSION

2.1 Sandwich Academic Calendar

The University organises Career-Oriented (Sandwich) Non-Degree and Master's Degree Programmes in **June** and **July** of every year.

2.2 Non-Degree Programmes

- i. Postgraduate Certificate.
- ii. Postgraduate Diploma.

2.3 Master's Degree Programmes

- i. Master of Arts (M.A.)
- ii. Master of Science (M.Sc.)
- iii. Master of Education (M.Ed)
- iv. Master of Business Administration (M.B.A)

2.4 Entry Requirements

2.4.1 Non-Degree Programmes

i. Postgraduate Certificate in Labour Policy Studies

A candidate seeking admission to the Postgraduate Certificate in Labour Studies programme must have a first degree in a subject area and a minimum work experience of three years.

ii. Postgraduate Diploma in Education

A candidate seeking admission into the Postgraduate Diploma in Education programme must have obtained a first degree and taught for a minimum of two years.

2.4.2 Master's Degree Programmes (M.A./M.Sc./M.Ed./M.B.A)

Candidates seeking admission to M.A./M.Sc./M.Ed./M.B.A degree programme must:

- a. Have obtained a good first degree in an appropriate field of study from a recognized university/analogous institution.
- b. Submit an official transcript of academic records.

- c. Satisfy any additional requirements prescribed by the College/Faculty/School/Institute/Department concerned.
- d. Pass a selection interview.

2.5 Special Admission

In special cases, an applicant who does not have a first degree but is otherwise adjudged suitable may be admitted into a non-researched postgraduate programme. Such an applicant must:

- a) Have special knowledge and considerable experience in his/her area of interest.
- b) Have at least G.C.E. 'O' Level/SSSCE/WASSCE passes in English Language and Mathematics.
- c) Have a Diploma in the relevant field of study.
- d) Be at least 40 years of age.

The candidate will also be required to:

- i. Submit a transcript of his/her academic record.
- ii. Pass a selection interview.

A candidate who possesses a First degree in the Third Class Division or Pass and who has at least three years working experience may be considered for admission into the M.A./MBA/M.Ed./M.Sc. programme.

2.6 Application Forms

Application forms for admission to Career-Oriented graduate programmes (Sandwich) in the University of Cape Coast may be obtained online between November and January each year. Applicants are to buy scratch cards (GH¢**300.00** for Ghanaian applicants or USD**\$300.00** for International applicants) to apply. Scratch cards may be purchased from the following sales points:

- i. Cash Office - University of Cape Coast
- ii. University of Cape Coast Guest House at Tesano – Accra
- iii. Regional or District Capital Post Offices
- iv. Other places to be specified periodically.

2.7 Submission Guidelines

Completed application forms (with *confirmation number quoted on the envelope* **and the following documents**) should be returned by post on or before the specified closing date (*in the advertisement*):

- a. Two (2) copies of relevant certificates authenticated by the awarding institution.
- b. Two (2) original copies of transcript of academic records.
- c. Two (2) copies of online application confirmation page.

The address to which completed application forms should be submitted is:

**The Deputy Registrar
School of Graduate Studies
University of Cape Coast
Cape Coast**

Tel.: [03321] 32480 Ext 230, [00233] 35980

E-mail Services: graduatestudies@ucc.edu.gh

3.0 CAREER-ORIENTED GRADUATE PROGRAMMES (SANDWICH) IN THE COLLEGES

3.1 COLLEGE OF HUMANITIES AND LEGAL STUDIES (CHLS)

3.1.1 Faculty of Arts

The following programmes are offered by the various Departments of the Faculty of Arts

Department of English

- M.A. (English Language)
- M.A. (Literature in English)
- M.A. Population and Health (Sandwich)

Department of Communication Studies

- M.A. (Communication Studies)
- M.A. (Teaching Communicative Skills)

Department of Religion and Human Values

- M.A. (Religion and Human Values)

Department of French

- M.A. (Applied French Linguistics)
- M.A. (Bilingual Translation)
- Top - Up M.Phil French (Linguistics)

3.1.2 Faculty of Social Sciences

The following programmes are offered by the various Departments/Institutes of the Faculty of Social Sciences

Department of Economics

- M.Sc. (Microfinance)
- M.Sc. (Economics of Technology and Development)

Department of Geography and Regional Planning

- M.Sc. (Disaster Management)
- M.Sc. (Land Policy and Administration)

Institute for Development Studies (I. D. S.)

- Executive Postgraduate Certificate in Labour Policy Studies.
- M.A. (Human Resource Management)
- M.A. (Human Resource Development)
- M.A. (Environmental Management and Policy)
- M.A. (Democracy, Governance, Law and Development)
- M.A. (Governance and Sustainable Development)
- M.A. (Peace and Development Studies)

Institute for Oil and Gas Studies

- M. B. A. (Oil and Gas Management)
- M.A. (Communication in Oil and Gas Management)
- M.Sc. (Oil and Gas Resource Management)

3.1.3 School of Business

The School of Business offers the following programmes:

Department of Accounting and Finance

- M.B.A. (General Management)

- M. B. A. (Accounting)
- M.B.A. (Finance)

Department of Management Studies

- M.B.A. (Entrepreneurship and Small Enterprise Development)
- M.B.A. (Marketing)
- M.B.A. (Human Resource Management)

3.2 COLLEGE OF EDUCATION STUDIES (CES)

The following programmes are offered under the College of Education Studies.

3.2.1 Teaching Practice Unit

- Postgraduate Diploma in Education.

3.2.2 Department of Educational Foundations

- M.A. (Guidance and Counselling)
- M.Ed. (Guidance and Counselling)
- M.A. (Educational Measurement and Evaluation)
- M.Ed. (Measurement and Evaluation)

3.2.3 Department of Health, Physical Education and Recreation (H. P. E. R.)

- M.A. (Health Education)
- M.Ed. (Physical Education)

3.2.4 Department of Science and Mathematics Education

- M.Ed. (Science Education)
- M.Ed. (Mathematics Education)

3.2.5 Department of Arts and Social Sciences Education

- M.Ed. (Business)
- M.Ed. (Social Studies)

3.2.6 Department of Vocational and Technical Education

- M.Ed. (Home Economics)

3.2.7 Institute for Educational Planning and Administration (I. E. P. A.)

- M.Ed. (Educational Administration)
- MPhil (Administration in Higher Education) Top-Up

3.2.8 Institute of Education

- M.Ed. (Teacher Education)

3.3 COLLEGE OF AGRICULTURE & NATURAL SCIENCES [CANS]

3.3.1 School of Agriculture

Department of Agricultural Economics and Extension

M.Sc. (Non Governmental Organisation Studies and
Management)

Department of Mathematics and Statistics

- M.Sc (Statistics)
- M.Sc (Mathematics)

3.4 COLLEGE OF HEALTH AND ALLIED SCIENCES (CHAS)

3.4.1 School of Nursing

- M.Sc (Advanced Nursing Practice)

4.0 DURATION/SCHEME OF EXAMINATION

4.1 M.A./M.Sc./M.Ed. by Course Work Only

Two sandwich semesters of 8-weeks duration each.

4.2 MBA by Course Work and Dissertation

Three sandwich semesters of 8-weeks duration each.

4.3 Postgraduate Diploma (PGD)

Two sandwich semesters of 8-weeks duration each plus Long Essay.

4.4 Postgraduate Certificate in Labour Policy Studies

Two sandwich semesters of 8-weeks duration each.